Webcast Application

DCN-SWWA

BOSCH

en Software Manual

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1 About this manual

The purpose of this manual is to provide information required for installation, configuration and operating the Bosch DCN conference Webcast Application. This manual describes no hardware installation instructions. If required, refer to the DCN conference system manuals. This manual is available as a digital document in the Adobe Portable Document Format (PDF). For more information about DCN in general, refer to the product related information on www.boschsecurity.com.

1.1 Intended audience

This manual is intended for installers, operators and users of the Bosch DCN conference Webcast Application.

1.2 Copyright and disclaimer

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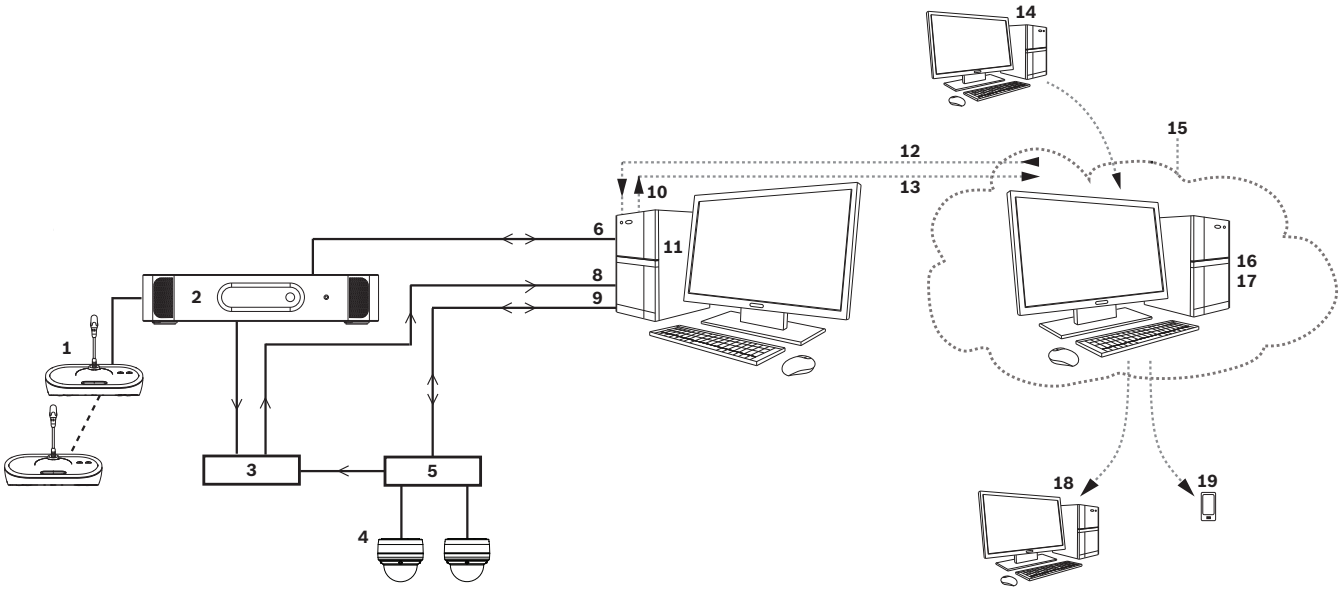
1.3 Document history

Release date	Documentation version	Reason
2013.03.04	V1.0	1st edition
2013.06.12	V1.1	Multi-language added.

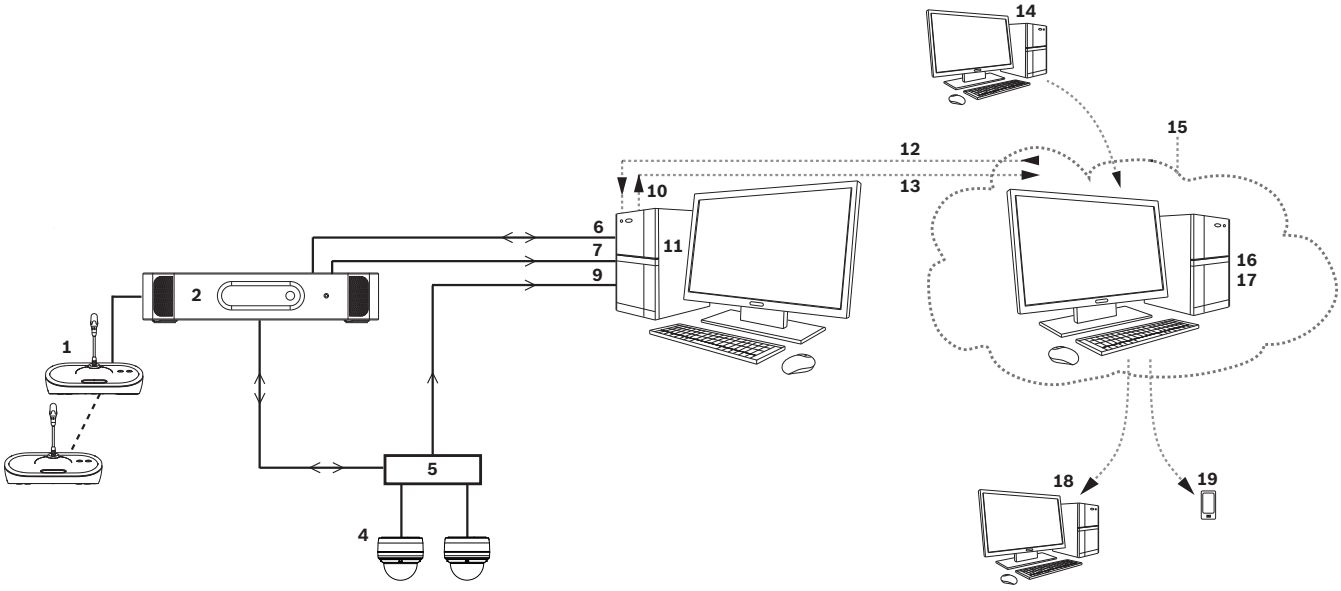
2 System overview

Webcast Application is the software which streams video and audio from the Bosch DCN conference system and records it locally, archive it in the cloud or streams it live over the internet. Meeting information and content is loaded from the Webcast Planner (internet accessible application) directly and the Webcast Application is where agenda information and presentation content is time stamped for the archived version of any live webcast.

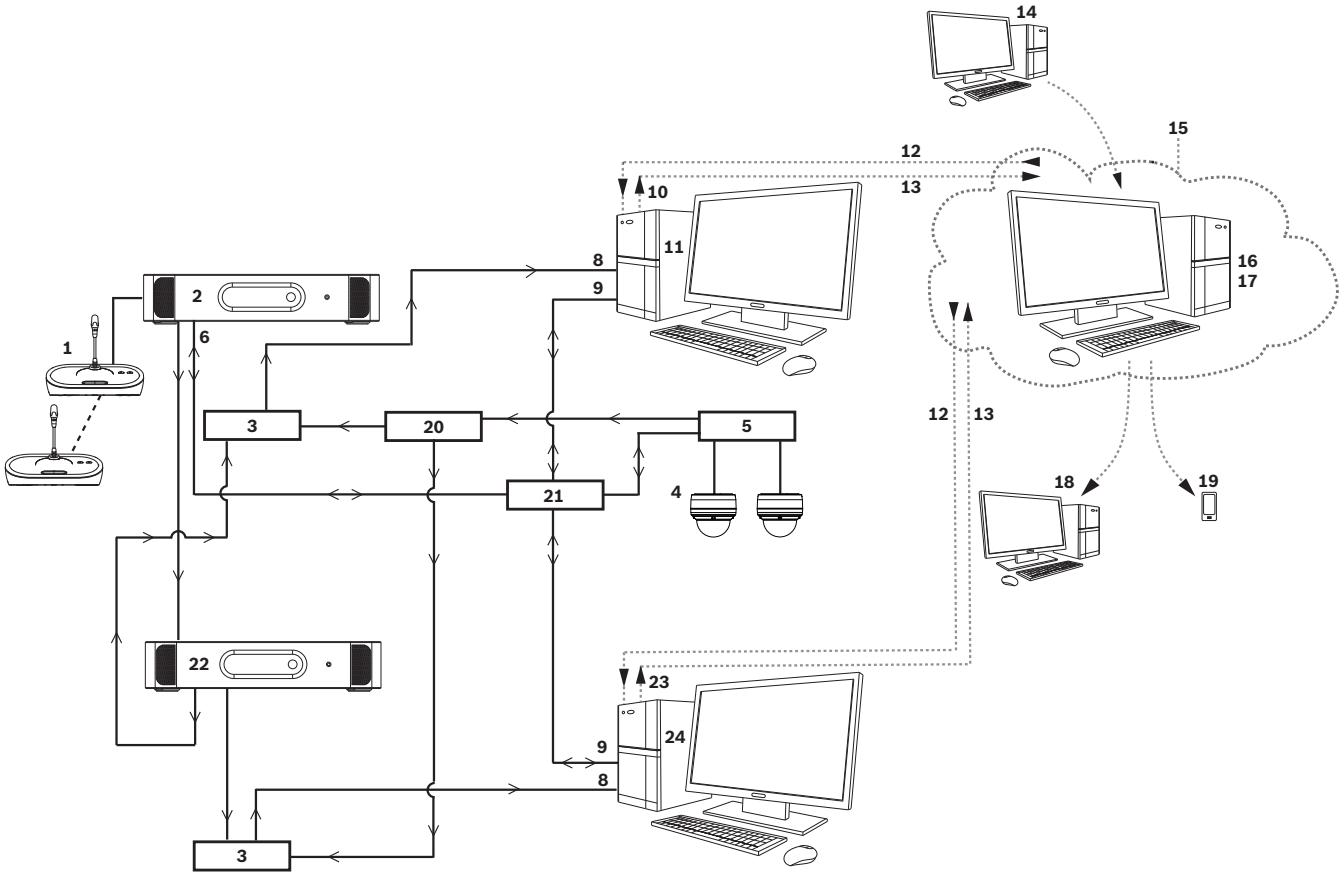
Webcasting with HD cameras



Webcasting with analog cameras



Multi-language webcasting with HD cameras



1. DCN delegate unit.
   - For information, refer to the DCN manuals and help files.
2. DCN-CCU(B)2 (DCN Central Control Unit).
   - For information, refer to the DCN manuals and help files.
3. Audio to Serial Digital Interface (SDI) converter. Used with HD cameras.
   - **NOTICE**: Use Audio output 2 (recording output) on the DCN-CCU(B)2.
   - For information, refer to *Requirements, page 8* and the available documentation of the SDI converter.
4. Bosch (HD or Analog) Conference Dome.
   - For information, refer to the available documentation of the used camera.
5. HD-SDI video switcher for HD cameras or Allegiant for analog cameras (Needed when more than 1 camera will be used.).
   - For information, refer to the available documentation of the used video switcher or Allegiant.
6. DCN-SW (DCN conference software suite).
   - For information, refer to the DCN manuals and help files.
7. Audio from DCN-CCU(B)2 to audio input of the analog capture card.
   - **NOTICE**: Use Audio output 2 (recording output) on the DCN-CCU(B)2.
   - For information, refer to *Requirements, page 8* and the DCN manuals and help files.
8. Audio and video from the HD-SDI converter to the HD-SDI capture card.

- For information, refer to *Requirements, page 8* and the available documentation of the SDI converter.

9. Ethernet connection to the HD-SDI video switcher (by using HD cameras) or video to the analog capture card (by using analog cameras).
   - For information, refer to *Requirements, page 8* and the available documentation of the video switcher or capture card.
10. DCN-SWWA (Webcast Application (Master)).
    - For information, refer to this software manual.
11. Windows PC.
    - For information, refer to *Requirements, page 8*.
12. Sync webcast booking (Webcast planner).
    - For information, refer to the Webcast Planner and Player software manual.
13. Stream or publish webcast (Webcast Player + Microsite).
    - For information, refer to this software manual and the Webcast Planner and Player software manual.
14. Client booking a webcast.
    - For information, refer to the Webcast Planner and Player software manual.
15. Internet environment.
16. Webcast Planner (internet accessible) application.
    - For information, refer to the Webcast Planner and Player software manual.
17. Webcast Player + Microsite (internet accessible).
    - For information, refer to the Webcast Planner and Player software manual.
18. Users view the webcast on PC or MAC.
19. Users view the webcast on mobile device.
20. HD-SDI video splitter.
    - For information, refer to the available documentation of the used HD-SDI video splitter and to this software manual.
21. Ethernet switch.
    - For information, refer to the available documentation of the used Ethernet switch and to this software manual.
22. DCN audio expander (only used with multi-language webcasting).
    - For information, refer to the DCN manuals and help files.
23. DCN-SWWA (Webcast Application (Slave)).
    - For information, refer to this software manual.
24. Windows PC.
    - For information, refer to *Requirements, page 8*.

2.1 Requirements

PC software

The PC on which you are installing the Webcast Application must run on:

– Windows 7 Home Premium or higher (64 bit only) or,
– Windows Vista Home Premium or higher (64 bit only).

All versions must have the latest service packs and updates, independent of language versions.

PC hardware

– 1 free PCI express slot (If using HD capture card).
– 1 free PCI version 2.1 slot (If using analog capture card).
– Quad core processor (2.50 GHz) and 4 GB internal memory.
– Minimum hard drive space: 500 GB.

Internet Ports

The following internet ports must be available to the Webcast Application in order to run a webcast:

– 80 TCP [http].
– 443 TCP [https uploads].
– 1935 TCP [flash streaming].
– Internet connection: The minimum internet upstream bandwidth needed is 250 Kbit/s for analog cameras and 350 Kbit/s for HD cameras.

Notice!

The webcasts are saved on your pc hard drive. For example; 1 hour webcasting on highest resolution, needs approx. 429 MB hard disc space. Please ensure that you have enough of free hard disc space.

Capture card

Please ensure you are using one of the following capture cards which have been tested to work with the Webcast Application.

HD cards:

Intended to be used with HD conference dome.

Manufacturer	Product	Compatibility	PCI slot	ATX Profile	Video Device Name	Audio device Name
Viewcast	Osprey-700e HD	64 bit Windows Vista, Windows 7, Windows server 2008	Express	High/Low	Osprey-700 HD Video Device 1	SDI Input 1 (Osprey-700 HD 1)
Blackmagic [3]	Decklink SDI	64 bit Windows 7 only	Express	High	Blackmagic WDM Capture	Blackmagic WDM Capture

Table 2.1: 16.9 aspect ratio HD cards

– [3] Change HD Conference Dome (via the web browser: Settings, Advanced Mode, Camera, Encoder Streams) settings of Stream 1 to H.264 MP 720p50/60 fixed and confirm via clicking Set. In Design Control: Set video format HD 720p 59.94 – 8 bit 4:2:2 YUV.

Analog cards:
Intended to be used with analog cameras.

Manufacturer	Product	Compatibility	PCI slot	ATX Profile	Video Device Name	Audio device Name
Viewcast [1]	Osprey-260e	64 bit Windows Vista, Windows 7, Windows server 2008	Express	High/Low	Osprey-260e Video device	Osprey-260e Audio 1 Unbalanced
Winnov	4100 AV Xpress	64 bit Windows Vista, Windows 7, Windows server 2008	Express	High/Low	Videum 1.1 Standard VidCap	Mono Mix (Videum 1.1 ACap
Blackmagic [2]	Decklink Studio	64 bit Windows 7 only	Express	High/Low	Decklink Video Capture	Decklink Audio Capture

Table 2.2: 4.3 aspect ratio SD cards

- [1] Use left audio channel for mono.
- [2] In Design Control: Set output: All Video, 2 analog Audio & 6 AES/EBU Set input: Composite Video & Analog XLR Audio. Standards PAL. Processing Tab: HD to HD and SD Letterbox, checked Output HD 23.98p as HD 59.94i.

Audio to Serial Digital Interface (SDI) converter:
Intended to be used with HD conference dome.

For SDI cards audio needs to be embedded with the SDI video using one of the following converters		
Blackmagic	Mini Converter Audio to SDI	
Kramer	SDI Audio Embedder	

2.2 Software and License requirements

Before installing the Webcast Application, the DCN conference suite software and licenses must have been installed previously:

- DCN-SW Conference Software Main module:
  - Meeting, agenda, synoptic microphone control and individual microphone sensitivity control.
- DCN-SWSMD Conference Software Streaming Meeting Data:
  - An interface to provide meeting data such as current speakers, request list, vote results and other information to video screens or video projectors.
- Camera Control, either via DCN-SWSACC for analog camera's or HD Camera Control (makes use of DCN-SWSMD) for High Definition Camera's.
- The DCN-SWAPI ClientApi library also has to be installed on the PC running the Webcast Application.
  - It can be installed using either the **complete** or **custom** Installation of DCN-SW.
- A **user** must be created on the DCN-SW system to enable license verification.
  - This **user** is created in the DCN-SW configuration application. It can be part of the **Guest** user group. Default username is **Webcast** and **no password**.

Notice!

For more information about DCN:

Refer to the Bosch DCN Next Generation conference software manuals.

3 Installation

1. Install the **capture card** and latest **drivers**.
2. Make sure that the **Audio Output** of the DCN system is connected to the **Audio Input** of the capture card or Audio SDI converter.
   – Notice: Not all capture cards have an Audio input! The HD capture card does not have an audio input. The analog capture card does have an audio input. Always use an Audio to SDI converter with an HD capture card.
3. Make sure that the **Video Output** of the Audio to SDI converter is connected to the **Video Input** of the capture card.
4. Activate the Webcast Planner and Player online web application. Refer to the Webcast Planner and Player user manual, if required.
5. Run the WebcastApplicationSetup.exe file from DCN-NG DVD and ensure that the destination folder is the same as the DCN i.e. \Bosch\Digital Congress Network\DCN-SW
   – Upgrade or reinstallation of Webcast Application does not destroy existing data, webcasts, etc.
   – Only one instance of the application can be run at a time, if you try to launch the application while it is running, it will bring up the open application in the foreground.
   – On first installation it is not necessary to **reset passwords**, just complete the installation into the above described destination folder. Refer to the *Login tab, page 15* section, if required.

Warning!

Always disable “sleep mode” on the PC you are using the Webcast application.

4 Configuration

Start the Webcast Application from the Windows programs menu: .../Bosch/Webcast Application or from the desktop icon.

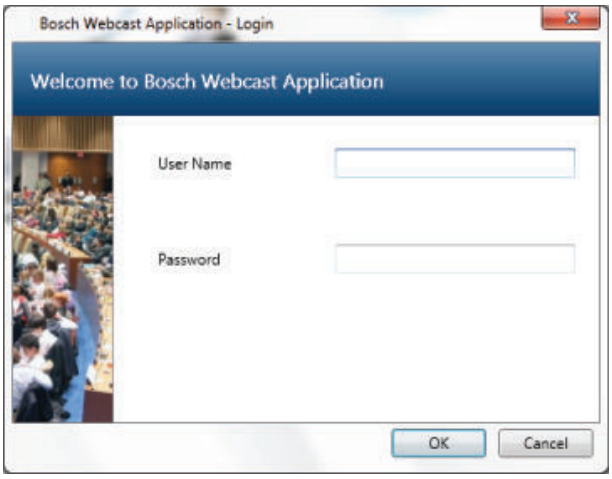


Figure 4.1: DCN-SWWA Webcast Application login screen

On the **Login** text box type your defined **User Name** and **Password**, if requested. Default users are **Admin** and **Operator**, both without password. Refer to *Login tab, page 15*, if required.

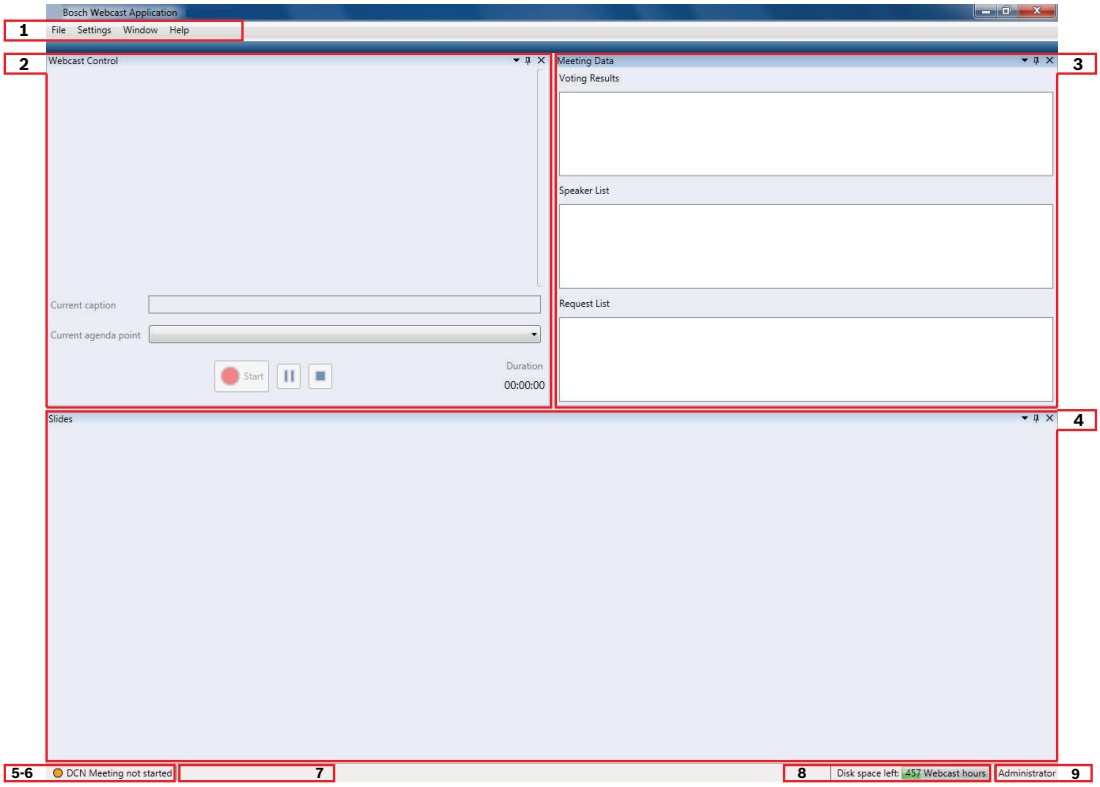


Figure 4.2: DCN-SWWA Start webcast application main screen

1. Main menu (*Configuration settings, page 15*)
2. Webcast Control section (*Webcast Control, page 21*):
   - Image will show only after entering webcast authorization settings. Refer to *Setup tab, page 17*.
3. Meeting Data section (*Meeting Data, page 23*).
4. Slides section (*Slides, page 24*).
5. Connection status indicator (*Load/status indicators, page 14*).
6. Webcast connection status text (*Load/status indicators, page 14*).
7. Task bar (*Load/status indicators, page 14*).
8. Disk space left indication (*Load/status indicators, page 14*).
9. Access level (operator or administrator) indication (*Login tab, page 15*).

Sections

The Webcast Application has three inner sections:

- 2. *Webcast Control, page 21*
- 3. *Meeting Data, page 23*
- 4. *Slides, page 24*

They can all be resized, closed, made hidden, or made to float.

When making an item (for example: 'Webcast Control') float, an arrow like option button shows. You can drag and drop the item anywhere in the arrow like option button.

Windows default layout

The **main menu** tab (1) > **Window** allows you to retrieve a closed window by clicking its name in the list (Webcast Control, Slides, Meeting Data). You can also restore the default layout of all the windows at once by clicking **Window** > **Reset Window Layout**.

On closing down, the Webcast Application saves the current window layout. This same layout is restored the next time the application is launched.

4.1 Load/status indicators

Find the load/status indicators on the **status bar** (5-7) of the **Webcast Application** main screen.

Internet connection status
When the Webcast Application loads it checks if the PC is connected to the internet by trying to connect to the Webcast Planner server.

- If it fails, it displays a **red** icon and the text **Offline** on the status bar (5-7).
- There is no **online icon**, if there is an internet connection.

DCN indicator (green)

- Showing a valid connection with DCN-SW.
- Showing a valid webcast license.
- Showing a meeting is started.
- Showing a webcast application is ready to start recording/streaming.

DCN indicator (orange)

- Indicates a warning:
  - Showing a connection with DCN-SW.
  - Showing a valid webcast license.
  - Showing no meeting is started.
  - Showing a webcast application is not ready to start recording/streaming.

DCN indicator (red)

- Indicates an error, the text next to icon describes the error:
  - Showing no DCN-SW server is connected. Possible cause: The DCN-SW server is probably not started; check the status in Services Conn.
  - Showing no DCN-SWSMD server is connected.
  - Showing an invalid DCN Webcaster License. Possible causes: No connection to DCN-CCU(B)2, no valid license on DCN-CCU(B)2, no DCN-SWAPI installed on DCN-SW server.

Recording time remaining
The Webcast Application will include an indication of the number of remaining hours of recording time left on the PC hard disk. This is based on the chosen encoding profile. The number of hours remaining is re-calculated if the selected encoding profile is changed.
To see **Encoding Profiles:**

▸ On the main menu (1), click **Settings** > **General** > **Features** > **Encoding Quality Profile**.

Recording Time Alert
When the Webcast Application is loaded, or when the encoding profile is changed, and there is less than 10% of recording time left, a warning message is shown to the operator when start a webcast. See the status bar (8).

4.2 Configuration settings

The configuration settings of the Webcast Application are made via the **main menu** (**1**) > **Settings** > **General**.

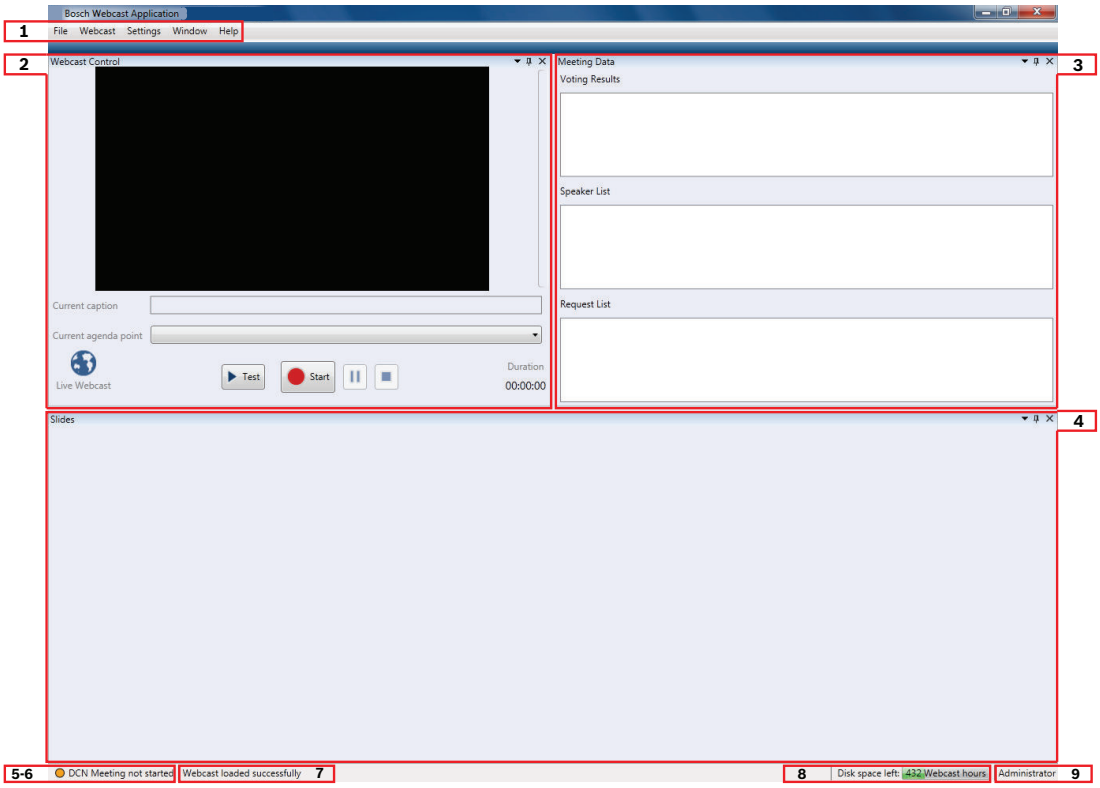


Figure 4.3: DCN-SWWA Load Webcast Application main-screen

4.2.1 Features tab

Encoding quality profile

The Encoding quality can be set here. Be informed; this will affect the bandwidth.

Camera

The **Camera Override** check box needs to be checked if camera override functionality is used in the camera system (DCN-SWSACC or HD Camera Control). Camera override means that the last active speaker will be shown.

Application language

Via application language, the **language** of the **GUI** of the Webcast Application can be changed.

4.2.2 Capture Devices tab

The video and audio capture devices are selected on the **Capture Devices** tab.

Video Capture

- Via **Main device** the video capture card can be selected.
- Via **Aspect ratio** the correct aspect ratio can be selected.

Audio capture

- Via **Device** the correct audio capture device can be selected.

4.2.3 Login tab

On the **Settings** > **General** > **Login** menu tab the **username** and **password** for the operator and administrator can be set. Next to that the access level of the **operator** can be configured.

When the Webcast Application is started, administrators can access all of the tabs on the **Settings** main menu tab.
Operators can only access the **Settings** > **General** > **Features** menu tab if they have been allowed to do so by the administrator. If not, they will not see the **Settings** menu tab.

Default usernames and passwords
Default usernames are **Operator** and **Admin** and **passwords** are empty by default.

Login status
Below on the right hand side of the main screen, the access level status bar (9) shows what level you are logged in as.

Operator access levels
Administrators can determine what optional operator functions are enabled in the **Settings** > **General** > **Login** menu tab. The following table shows what features are available to which access level.

Access level	**Settings (General settings / login box)**	**Default access**
Operator:	Edit agenda points	Publisher
	Edit a concluded webcast	Webcast control
	Publish a concluded webcast	Meeting data
	Export a concluded webcast	Slides
	Change basic settings (encoding profile, camera override)	
Administrator (Admin):	All the above operator settings	All the above operator access
	Application language	
	Capture devices	
	Operator/Admin passwords	
	Operator settings	
	DCN server address	
	Planner authentication	
	Webcast language	
	Multilanguage master/slave setting	

Operator login removal
By setting the **operator username** and **password** to blank, operator login would no longer be possible until changed again by the administrator.

Administrator access
Administrators can change the **username** and **password** for administrator access; however the **administrator username** cannot be made blank.

Resetting passwords
If you need to reset the passwords and cannot do so in the **Settings** main menu tab (For example; you forgot the password), reinstall the Webcast Application and click the **Reset Passwords** check-box during the reinstallation process.

4.2.4 DCN Server tab

The administrator can change the **host name / IP address** of the DCN-SW server and the port for the DCN-SWSMD server.

Server

Host Name or IP Address

Here the host name or the IP address of the PC on which the DCN-SW Server runs has to be entered.

Notice!

Please make sure to enter IPv4 IP address or that the host name resolves to a IPv4 address.

Port

The default port number for the Streaming Meeting Data (DCN-SWSMD) on the DCN-SW Server is 20002.

API user

The webcast license is verified via the DCN-SW software. To be able to do this a user has to be created in the DCN-SW configuration application which has the **username** “webcast” and a “blank” **password** (**Notice**: the username has to be set in the “security section”.). In the DCN-SW configuration application this user can be part of the **Guest** user group. Please refer to the DCN-SW manual on how to configure users in DCN-SW.

DCN-SWAPI login details

The administrator can change the **username** and **password** used to connect to the DCN-SWAPI. By default it is set to **webcast** with a **blank password**. Be sure that you have already defined a user on the DCN-SW.

4.2.5 Setup tab

The Webcast Application and Webcast Planner and Player must be linked using the Webcast Planner login details.

User login

To use the Webcast Application you must first login with your Webcast Planner **username** and **password**. You cannot login with an empty username even if it has been set by the administrator.

Bosch Webcast Planner details

- Type the **username** and **password** you use to login to the Webcast Planner and click **Authenticate:**
  - If the Webcast Application does not authenticate correctly, or the configuration files have been deleted (by running as a new user for example), then you will not be able to webcast.
  - You will be prompted to restart the Webcast Application.

Webcast Language

This defines the language of the webcast that is created on this PC:

- In the **Webcast Language** dropdown list, select the default language which will be used in meetings. This list is only available when the application is authenticated.

4.3 Multi-language (DCN-SWWAEC)

The Webcast Application is able to webcast live in up to **three languages** at the same time. This involves setting one of the encoder PCs with Webcast Application as the **Master** and then linking two other PCs with Webcast Application as **Slaves**.
Slave machines are set to be in sync with the master PC, so the webcast and all multilingual content is webcasted automatically when starting the webcast from the master PC. Only publishing needs to be done manually for the master and any slave.

4.3.1 Multi-language activation

If the **Multi-language** and **Master** option has been selected in the **Settings** > **General** > **Setup** menu tab and the license is valid for **Multi-language**, the multi-language server will be activated.

You can choose whether the PC is **Slave** or **Master** and the port of communication (this defaults to 19000 and needs to be the same on both machines).

If **Slave** is selected the administrator needs to enter the **IP or hostname** of the **Master** application.

4.3.2 Master as server

When the Webcast Application starts, the master application will act as a server, so Windows may request firewall settings to be changed again.

4.3.3 Number of slave languages

A status indicator shows the number of languages (**Slaves**) which are connected to the **Master** and the maximum allowed by the license.

4.3.4 Slave connecting

The **Slave** application will try to connect to the **Master** application indefinitely and show **Searching** while doing so. When it is connected it will show **Language Connected** on the status bar.
The **Slave** also requires the Bosch DCN-SW software to have been installed previous to installing the Webcast Application software. Refer to *Software and License requirements, page 10*, if required.

4.3.5 Slave licenses

The number of slaves connected cannot be more than what is confirmed in the license. Extra slaves will be rejected.

4.3.6 Slave check

When the Webcast Application starts, the **Slave** application checks the **Master** application for the extra language license and displays searching on the status bar.

4.3.7 Slave not connecting

The **Slave** application does not connect to the DCN-SWSMD, so does not display metadata changes.

4.3.8 Slave edit agenda points

A **slave** cannot edit agenda points.

4.3.9 Slave master webcasting start

When the same webcast is started on the **Master** application, the **Slave** one connected to it also starts its webcast.

4.3.10 Webcast pause

When the webcast is paused on the **Master** application, the webcast is paused also on the **Slave** application.

4.3.11 Webcast stopped

When the webcast is stopped on the **Master** application, the webcast is stopped also on the **Slave** application but you will not be asked if you want to publish the webcast. You have to publish the webcast on the slave manually.

5 Operation

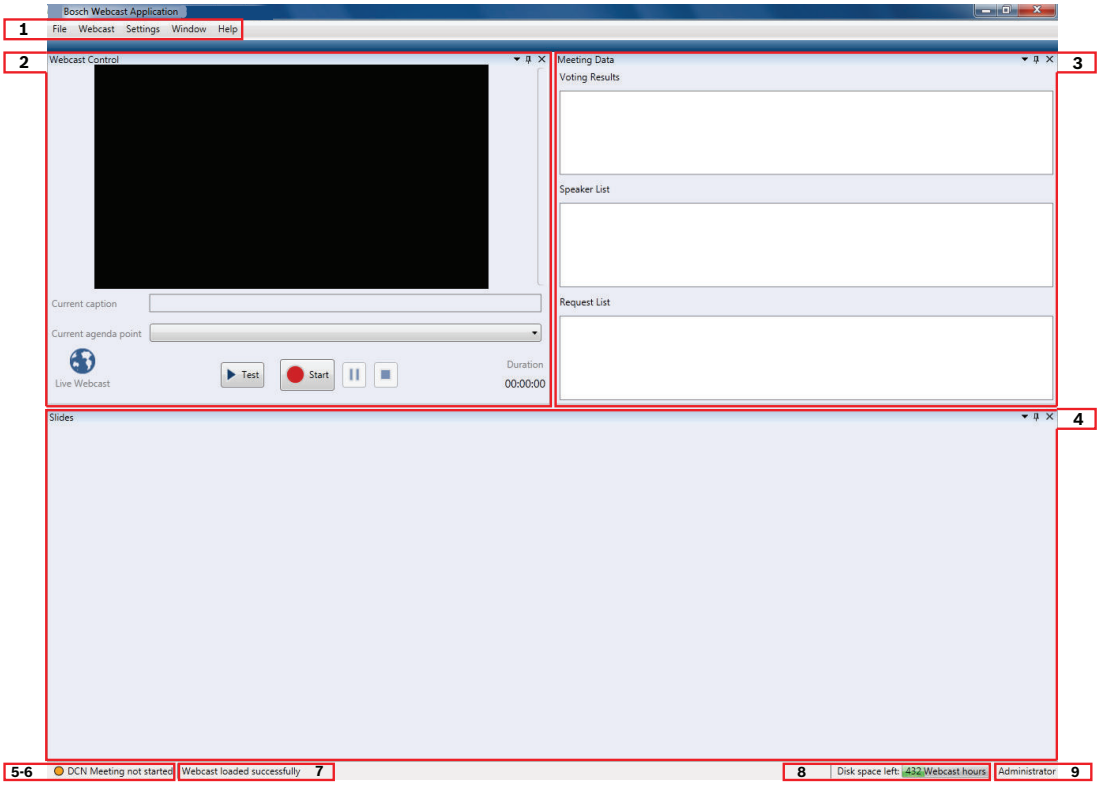


Figure 5.1: DCN-SWWA Load WebcastApplication main-screen

The Webcast Application has three inner sections to operate:

2 *Webcast Control, page 21*

3 *Meeting Data, page 23*

4 *Slides, page 24*

5.1 Webcast Control

The Webcast Application displays the video preview and audio levels in the Webcast Control section (**2**).

Loading Webcasts
Webcasts are planned via the online Webcast Planner website and can be loaded:
On the main menu (**1**), click **File** -> **Load**:

- clicking on the title of a webcast, retrieves the slides and **Current agenda points** for that booking from the planner server or loads them from cache if there is no internet (You would need to have previously loaded it).
- Agenda points are loaded into the **Current agenda point** combo-box.
- Slides are loaded in the **Slides** section (**4**).
- The **Live Webcast** icon shows when the webcast is planned as a live webcast.

Webcast List
On the main menu (**1**), click **File** > **Load**:

- The list of webcasts can only be synchronised with Webcast Application by running the Webcast Application when connected to the internet. The Webcast List appears as a list in the submenu with a date, title and a **Live Webcast** icon if they are meant to be streamed live.
- The list shows all the webcasts that are booked in the webcast planner and are not yet archived or deleted.

Test webcast
The test live webcast is not shown to the public. Click the **Test** button to start the test webcast.
A test webcast only streams the video, it does not record the video and metadata locally, it does however stream the metadata live to the player (if the player is in test mode).

Notification window
Starting a test for a live webcast shows a notification window with the link to the test webcast.

Start live webcast
Click the **Start** button to start a live webcast which streams the video and metadata to the player and records it locally.

Pausing live webcast
Click the **Pause** button to pause the webcast. It will stop the streaming and recording and requests the player to display a pause message instead of the video.

Restarting / Stopping webcast
After pause a live webcast, it can be restarted or stopped by using the **Start** or **Stop** button.

Webcast menu
The **Webcast** main menu (**1**) item appears if a webcast is successfully loaded. The webcast menu allows the following functionality:

- Editing of agenda points (as long as you have administrator access rights and internet is available).
- Refreshing the current webcast (if internet is available).

Agenda Point editing
On the main menu (**1**), click **Webcast** > **Edit Agenda Points** to add, edit, delete or reorder agenda points in any of the languages set for that webcast. This function modifies agenda points locally and on the internet.

Non live webcasts
After loading a webcast that is not live, the **Live Webcast** icon and text disappear to indicate that this will not be streamed live and is recorded locally.

Dropped connection
If the internet connection drops during streaming, the Webcast Application attempts to retry indefinitely to reconnect, while showing you a **Reconnecting** message in the status bar (**5-7**). Metadata will try to be sent once every time it changes. Any failure to send will be silent but recorded in the error/debug.log.

Current Caption
The current caption can be edited by clicking in **Current caption** box (**4**) and then editing the text and pressing the **Enter** keyboard key.

Current Agenda Point
To timestamp an agenda item the operator or administrator simply needs to select the **Current agenda point** from the drop down list.

Webcast duration
See the **Duration** of the current webcast.

Webcast locked when live
The application cannot be exited while the webcast is being recorded, it is also not possible to open another webcast, publish or edit a recorded webcast or access the **Settings** main menu tab (**1**).

Publish webcast notice
After the webcast is stopped you will be asked (if allowed) whether you want to publish the webcast as is. If you want to upload the webcast, click **yes**.

5.2 Meeting Data

The **Meeting Data** section (3) displays the following:

- **Voting Results**:
  - Displays the final results of any voting done through the microphone units. Voting data is received and displayed only once the vote is stopped.
- **Speaker List**:
  - Displays the name of the person assigned to the current active microphone.
- **Request List**:
  - Displays the names of those who have requested to speak.

Metadata

The metadata, such as captions and timed presentations, are only recorded or sent to the player when the webcast is started or is running.

Camera Override enabled

When **Camera Override** is enabled (check box selected) in the **DCN** camera control application (DCN-SWSACC or HDCameraControl) and Webcast Application main menu (1) > **Settings** > **General** > **Features** > **Camera Override**, Webcast Application will set the current caption as the latest speaker is shown (in stead of the first speaker in the speakers list).

Camera Override disabled

When **Camera Override** is disabled (check box cleared) in the **DCN** camera control application (DCN-SWSACC); the Webcast Application will send the name who first switched on the microphone and HD camera control.

DCN-SWSMD server

The Webcast-Application reads and decodes DCN-SWSMD information.
If the connection with the DCN-SWSMD server is lost, the **Speaker list** and **Request list** are both cleared.

5.3 Slides

The webcast operator can select the presentation on the **Slides** section (**4**) by using the vertical arrows on the left hand side. Changing presentation changes the title of the window to the title of the presentation.

Moving slides
The operator can move through the slides by clicking them or using the mouse wheel. The title of the slide will appear underneath for a few seconds.

Activate slide
To activate a slide, click the **blue eye icon** to activate it. This makes the border of the slide **blue**, it also shows the slide in the **Webcast Control** section (**2**) and enables it on the timed slides on the Webcast Player.

Magnifier button
Clicking the magnifier button will show the slide in a new window so you can see it at a larger scale. This is only applicable for the operator and administrator. This will not affect the live webcast.

5.4 Publisher

With the **Publisher** you can access any recorded webcast sessions. To do so:

- On the main menu (**1**), click **File** > **Publisher** (launches the Publisher sub-menu): Publisher is only available if no webcast is running.

Publish icon
On the left hand side of each line the presence of a **Publish** icon or not, indicates whether a webcast session has already been published or not.

Reorder published list
The **list** of recorded sessions is listed in chronological order, but you are able to reorder the list by webcast title, date and time of recording, length or comment by **clicking on the headers**.

Launching recorded session
Double-click a session launches the player for that session. The player can also be launched by selecting a session and click **Play** on the top menu.

Joining sessions
By selecting two or more sessions and then click **Join**, you are able to concatenate several sessions of the same webcast. A new form appears to allow you to select the joining order of the sessions.
Clicking **OK**, starts the process with a bar showing the progress. When the process has completed, the list of webcasts is refreshed with the new session set including the current date and time.

Cancel joining session
The **joining** process can be cancelled at any time and no new session will be created.

Deleting sessions
One or more sessions can be selected and deleted by clicking **Delete** in the top menu bar, you will be asked for confirmation. The session's video and metadata will be deleted from the hard disk and the list of sessions is then refreshed.

Exporting sessions
Selecting a session and clicking button **Export Video** or **Export intranet player**, lets you choose a folder on the PC where the webcast session will be exported to as a Basic Webcast Player. A progress bar will show the progress of the export.

Exported session files
The exported webcast (Export intranet player button) is formed of a folder (with the chosen name), the content of which is a local website that contains a Basic Webcast Player and all the files and media required to play the webcast. To import the player and data into your intranet site, contact your IT department.

Publishing sessions
Selecting a session and then click **Publish**, lets you publish this webcast on an intranet site. A progress bar appears to show the upload progress.
Publishing can be cancelled at any time. Click **Publish** after cancelling will start the process from the start.

Upload complete notice
After the upload has finished, you will receive a message that the upload has been completed. The published icon will appear on the left hand side of the session in the listing. As the archiving is being processed, the viewers will be informed that the webcast is being archived. This can take up to 1 hour. An e-mail will be sent to the selected administrator when archiving is finished.

Notice!

Notice of processing webcast:

If you try to republish a webcast that is still in the process of being archived by servers, you will receive an error message asking you to retry later.

Warning!

If you delete a webcast from the publisher, it will also be deleted from your PC!

5.5 Publisher / Player

Highlighting data live
The publisher player shows captions, slides and agenda points on the online player highlighting the current items while the video plays.

Changing player position
Double-click an item in the list makes the player move to the position in the video where the item appears.

Edit/Delete index points
You can add, edit or delete the times for items (agenda, slides or captions) but you cannot edit or see the times of the votings or active **Speaker lists** and **Request lists**.

Top & Tail Webcast
On the top menu, click **Edit** > **Top and Tail**, you can edit the webcast by selecting the **start** and **finish** of the video. Index points are adjusted (either removed or moved) in accordance with the amount of recording that is cut.

Edited webcasts
If the webcast session has been edited, a **star** appears next to the name of the title on the title bar.

Saving edit prompt
If you try to exit the player after the webcast was edited and not saved, you will be prompted to decide whether you want to save the session before going back to the list.

Saving current session
On the top menu, click **File** > **Save Session** to save the current edited session.

Save as new session
On the top menu, click **File** > **Save as new session** to copy the current edited session and sets it with the current time. You will be asked to add a comment in order to distinguish it from other webcast sessions.

Quitting player
Quitting the player refreshes the list of sessions.

6 Troubleshooting

Problem	Possible cause	Possible solution
The webcast application shows the message: **No valid webcast license**.	– No license on DCN-CCU(B)2. – The license check is still pending. – The IP address of the DCN--SW server is incorrectly described in the webcast application settings.	– Check/Install license. – Wait up to 60 seconds then the license should be verified. – Fill in 127.0.0.1 or the correct DCN-SW server IPv4 address.
The webcast application shows the message: **SMD server not connected**.	The IP address of the DCN-SW server is incorrectly filled in the webcast application settings.	Fill in 127.0.0.1 or the correct DCN-SW server IPv4 address
The webcast application statusbar shows: **DCN Server not connected**: **NO_AUTHORIZATION.**	The webcast application user is not (correctly) set.	Make sure the username exists in DCN-SW, and that it is identical between DCN-SW and the webcast application. Restart the webcast application after changing the username.
File-> **Load** does not expand	– All webcasts are already archived and no new webcast is booked. – The webcast application is not authenticated with the webcast planner website.	– Book or clone a webcast using the webcast planner website. – Authenticate.
The camera does not move between speakers as expected.	The camera override settings between HDCameraControl or DCN-SWSACC and the webcast application are not in sync.	Set both applications to the same setting.
Exported intranet player, does not work.	The webcast application export settings are not set/ valid.	– Map the .mp4 extension to MIME type video/mp4 on the PC where the web server is located. – Contact your local IT representative.

Customer service

If a fault cannot be resolved, please contact your supplier or system integrator, or go directly to your Bosch representative.

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